

ADMINISTRATIVE

DDA  
31 May 77

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2 June 1977

MEMORANDUM FOR: Inspection Staff

SUBJECT : Classification of OIG Reports and  
Memoranda for the Record

STAT REFERENCE : [ ] of 24 May 1977

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1. Executive Order 11652 and [ ] require that documents be classified by paragraph to the extent practicable. Paragraph 5 of Reference recognizes that there are categories of documents for which paragraph classification would be impracticable, and authorizes Deputy Directors and Heads of Independent Offices to exempt from the new classification requirement such documents produced by their components. This memorandum is for the purpose of establishing classification procedures for papers produced by the Inspection Staff.

2. It has been the policy of the Inspector General to severely restrict the dissemination of and access to papers produced by the Inspection Staff. A basic consideration has been the protection of the integrity of the inspection process. The inspection of components represents a form of decompartmentation of the wide range of activities carried on by the separate components, and imposes a special responsibility on the Inspector General to protect the material. The comprehensive reporting on component activities necessarily treats the management of both highly sensitive and relatively innocuous activities in a manner that renders the inter-relationship of these activities, from an overview vantage point, inseparable. Therefore, separate paragraph classification is, for the most part, impossible. The same principle applies to special studies conducted by the Inspection Staff, as well as the reporting of grievance cases. In the latter instance, the candid communications of individuals requesting confidentiality becomes an extra

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consideration. It has been a long-standing policy of the Inspector General that the special access that he has to information from other components places him in the role of a trustee or a custodian for that information and that the further dissemination of the information (other than to the Director or Deputy Director), so far as classification and protection of sources and methods are concerned, remains with the originating component.

3. Unless prepared specially for broader dissemination, all memoranda, papers and reports prepared by the Inspection Staff will bear one overall classification and, where appropriate, control markings and codewords. Where papers are prepared for dissemination to other than the Director or Deputy Director, special consideration will be given on a case-by-case basis to paragraph classifications.

[Redacted Signature]

John H. Waller  
Inspector General

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Inspector General

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